

31st August 2021**Padala Kasi Bhavani Veera Naga Prasad**

H.NO: 3-61, Gadala, Rajahmundry

East Godavari (Dt.) PIN:533102

Sub: Letter of Intent

Dear Padala Kasi Bhavani Veera Naga Prasad,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests / interviews you had with us. We are very pleased to offer you the position as

Associate Web Developer in our organization at an Annual Compensation of

INR 5,09,004/ per Annum (Rupees Five Lacs Nine Thousand Four Only).

In addition to the annual CTC, you are entitled for INR 2,500/- as joining Bonus for setting up your office infrastructure and this will be onetime payment and will be processed along with your first month salary.

You are required to submit the following documents (photocopy) at the time of joining us:

- ❑ Proof of Identification (Photocopy of Election Card/PAN Card)
- ❑ Proof of Address (Current and Permanent both) - Photocopy of passport/Ration Card/Driving License/Lease Agreement)
- ❑ All Educational certificates (School & College).
- ❑ All Professional certificates/relevant documents.
- ❑ Last drawn salary slip from the previous organization.
- ❑ Clearance/No Dues Certificate / Resignation Acceptance Letter from previous employer, if applicable.
- ❑ Latest Form 16 (if you are an IT assessee)
- ❑ Four passport size photographs (with white background ONLY)

Please bring your Original documents at the time of joining for the verification purpose.

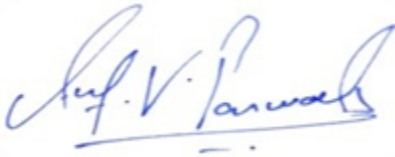
You are required to join us on **01st September 2021**. Your formal appointment letter shall be given to you after completion of your joining formalities.

As a part of this offer, if you are availing relocation reimbursement or notice period payment, the same shall be recovered in case of this employment being terminated by either parties within one year of joining.

Look forward to a long & meaningful association with you.

Thanking you,

For Aptara New Media Pvt. Ltd.



Senior Manager - Human Resources & Admin



Accepted By: Padala Kasi Bhavani Veera Naga Prasad

APTARA CORP.COM

Aptara New Media Private Limited (SEZ Unit)

Registered Office: A-37, Noida Sector 60, Uttar Pradesh - 201 301. INDIA

Works: SEZ Building-4, Wing A, 1st Floor, SP Info City, S. No. 209, Pune Saswad Road

Next to Satapuram Society, Phursungi, Pune-412308. INDIA (CIN No. U74900UP2010PTC041146)

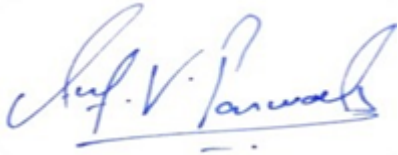
020 - 6500 5623 (Phone), aptarapune@aptaracorp.com (E-mail)

Name – **Padala Kasi Bhavani Veera Naga Prasad**
 Designation – **Associate Web Developer**
 Grade – **Implementer**

	Part		Remarks
Basic Pay		15449	
Statutory Bonus		3090	
HRA		9270	
Supplementary Allowance		10814	
Internet Allowance		750	Payable for 1st year of employment
Monthly Gross Fix	A	39373	
Employer's PF Contribution		1800	
Gratuity		743	
Mediclaime		375	
Personal Accident-GPA		120	
Employer's LWF Contribution		6	
Retiral Benefits	B	3044	
Monthly CTC	A+B	42417	
Annual CTC		509004	

Note: Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972

For Aptara New Media Pvt. Ltd.



Senior Manager - Human Resources & Admin



Accepted By: Padala Kasi Bhavani Veera Naga Prasad

APTARA CORP.COM

Aptara New Media Private Limited (SEZ Unit)

Registered Office : A-37, Noida Sector 60, Uttar Pradesh - 201 301. INDIA
 Works : SEZ Building-4, Wing A, 1st Floor, SP Infocity, S. No. 209, Pune Saswad Road
 Next to Satapuram Society, Phursungi, Pune-412308, INDIA (CIN No. U74900UP2010PTC041146)
 020 - 6500 5623 (Phone), aptarapune@aptaracorp.com (E-mail)